



County of San Bernardino

F A S

CONTRACT TRANSMITTAL

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code	SC	Dent. PHL	A	Contract Number
County Department Department of Children's Services		Dept. Orgn. DPA DCS		Contractor's License No.	
County Department Contract Representative Tony Muga		Telephone 383-9782		Total Contract Amount	
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other: Purchase Order – Substitute Fixed Asset					
If not encumbered or revenue contract type, provide reason:					
Commodity Code		Contract Start Date		Contract End Date	
Original Amount		Amendment Amount			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.
Amount					
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.
Amount					
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.
Amount					
Project Name Substitute Fixed Asset Dictaphone Recording System			Estimated Payment Total by Fiscal Year		
FY	Amount	I/D	FY	Amount	I/D

CONTRACTOR The Dictaphone Corporation

Federal ID No. or Social Security No. \_\_\_\_\_

Contractor's Representative Stacey Stover

Address 3984 Pepsi Cola Drive, Melbourne, Florida 32934 Phone (888) 471-3463 x6318

Nature of Contract: *(Briefly describe the general terms of the contract)*

Authorize the Purchasing Agent to issue a Purchase Order to Dictaphone Corporation, in the amount of \$11,832, for the purchase of Dictaphone Recording System hardware as a substitute for a copier approved in the FY 02/03 Department of Children's Services budget.

Three bids have been received. The Department requests approval to authorize the Purchasing Department to purchase the equipment from Dictaphone Corporation. The Dictaphone Corporation's bid is not the lowest of the three. However, it is recommended that this system be purchased due to the integrity, capability and versatility of the system.

Welfare & Institutions Code, WIC-16500f, mandates that the County provide the Child Abuse Hot Line, for which this equipment will be used.

*(Attach this transmittal to all contracts not prepared on the "Standard Contract" form.)*

Approved as to Legal Form (sign in blue ink)  County Counsel	Reviewed as to Contract Compliance  Agency Administrator/CAO	Reviewed for Processing  Agency Administrator/CAO
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Auditor/Controller-Recorder Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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**Auditor/Controller-Recorder Use Only**

<input type="checkbox"/> Contract Database <input type="checkbox"/> FAS	
Input Date	Keyed By